

Georgia's Pre-K Program Suggested Topics for Pre-K Staff Orientation

This list is intended to provide suggestions for topics that may be covered in orientation for Pre-K staff

- ❑ Current School Year Operating Guidelines – Documents to review
 - ❑ Basic Equipment, Materials, and Supplies Inventory List
 - ❑ Checklists (Assessment, Lesson Planning, Environment, Daily Schedule)
 - ❑ Pre-K Content Standards
 - ❑ Planning and Assessment Checklist (on website)
 - ❑ On-line Learning Module(s)
- ❑ Current School Year Professional Development Training Schedule
 - ❑ Project/Site Director training requirements
 - ❑ Teacher training requirements
 - ❑ Assistant Teacher training Requirements
 - ❑ Reimbursements for travel related expenses
- ❑ Current School Year Salary /Pay Schedule (for Pre-K Lead and Assistant teachers)
- ❑ School Calendar
 - ❑ 170 day Pre-K calendar for children
 - ❑ 179 day Pre-K calendar for staff
 - ❑ First day of Pre-K procedures
 - ❑ School Holidays
 - ❑ Staff Work Days
 - ❑ Last Day of Pre-K
- ❑ Teacher Credential Requirements/Assistant Teacher Credential Requirements
- ❑ How will staff be paid? (ex. hourly, salary)
 - ❑ How frequently will staff be paid? (ex. weekly, monthly, bi-monthly)
 - ❑ How will pay be handled during school breaks? (ex. winter holidays, spring break, school closings due to inclement weather)
- ❑ Work Expectations
 - ❑ Scheduled work hours
 - ❑ Be sure to include planning time
 - ❑ Leave/ Time-Off policies
 - ❑ Does your program offer paid leave (yes/no)
 - ❑ If yes - discuss program policies
 - ❑ Paperwork – what reports/forms will the staff member be required to complete?
 - ❑ Conferences/meetings with families
 - ❑ Parent Orientation
 - ❑ Staff Meetings (if applicable)
 - ❑ Classroom cleaning responsibilities (as applicable)
 - ❑ Student Attendance
- ❑ Pre-K Classroom Supply Funds
 - ❑ How will your program spend these funds
 - ❑ How should teachers request/purchase classroom materials

- ❑ Georgia's Pre-K Child Assessment Program
 - ❑ Review Appendix for WSS/WSO from Guidelines (can be found on website)
 - ❑ Set-up/Requirements
 - ❑ Procedures/Timeline for Director to review assessment
 - ❑ Review Sample Matrices (can be found on website)
 - ❑ On-line Learning Module for Assessment
 - ❑ Assessment Timeline
 - ❑ Preliminary Ratings
 - ❑ Filing Weekly
 - ❑ Electronic Spreadsheet
- ❑ Lesson Plan Requirements
 - ❑ Completed for entire week.
 - ❑ All completed lesson plans must be kept on site
 - ❑ Changes to the Learning Environment
 - ❑ Lesson Plan Quick Checklist (can be found on website)
 - ❑ Lesson Plan tips (can be found on website)
- ❑ Required Lesson Plan formats
 - ❑ Required template
 - ❑ Weekly
 - ❑ Daily
- ❑ Website – Technical Assistance Resources (www.dec.al.ga.gov)
 - ❑ Real and Found Materials list
 - ❑ Writing Center Ideas handout
 - ❑ Literacy in Each Center Area handout
 - ❑ Georgia's Pre-K Sample Matrices
- ❑ Materials distributed to children and families
 - ❑ Pre-K Parent Post – found on DECAL website
 - ❑ Family Handbook – found on DECAL website
 - ❑ How will families be notified of these documents?
- ❑ Registration process for children and on-site written enrollment policy
- ❑ Category One and Category Two determination and documentation
- ❑ Required documents (EED, Immunizations, Enrollment forms, Student Roster information form)
- ❑ Roster reporting dates and process
- ❑ Requirements for keeping Pre-K records
 - ❑ 3 years